

## MEETING OF THE IATI GOVERNING BOARD

DATE: JANUARY 18-19 2018, 22 WHITEHALL, LONDON

### Minutes

**Attending:** PWYF (Rupert Simons), Canada (Stephen Potter), Secretariat (Carolyn Culey, Argjira Belegu-Shuku, Annelise Parr), Bond (Sarah Johns), Madagascar (Zefania Romalahy), UNICEF (Tim Takona), TAG Chair (John Adams)

**Not attending:** Bangladesh (Aftab Ahmed), due to an unavoidable conflict of scheduling.

### Day 1

1. Board members accepted the agenda and minutes from the November 22<sup>nd</sup> 2017 meeting; final version is here: [November 22nd 2017](#) No other items of AOB. The [agenda](#) for the two-day face to face meeting was accepted.

2. **Data Use Task Force** – TAG Chair John Adams provided an [update on the work of the Data Use Task Force](#) (Annex I), acknowledging its good work finalising and publishing the new [Data Use Strategy 2017-19](#). The Board provided direction on the principles around the establishment and management of the Data Use Fund, paying particular attention to the scope of work of the Secretariat, the Task Force and the Fund which should be clearly defined and mutually supportive. Principles governing the administration of the Data Use Fund (DUF) should be simple and transparent, while also respecting geographic and gender diversity in the award of grants/contracts. Use of the fund should involve an analysis of each challenge, and preparation of a challenge statement/light touch TORs; publication, evaluation of bids, award of grant (more of lower value rather than fewer high value).

#### Actions:

- *Prepare an inventory of types of tools currently available;*
- *Build a catalogue of user needs which can then be mapped to a catalogue of available tools; to identify gaps that can be addressed through the Fund;*
- *Set up the next call of the DUTF;*
- *Establish governance and administrative principles for the Data Use Fund.*

3. **Working Group on Institutional Review** – Closed meeting.

Co-leads reported on the status of the initiative and the way forward and the Board gave strong support to the plans of the working group, yet highlighted the importance of moving ahead with alacrity and of having something substantive to report to the next Members' Assembly.

4. **Workplan and budget**

**Y5 budget** - Board reviewed updated budget papers for Y5 (Sep 2017-Aug 2018) which now incorporates details on Data Use activities in support of the approved strategy. The general steer on work plan and budget was to invest more during Y5 on core tech infrastructure and website; reduce the amounts allocated to outreach and communication activities to those having clear strategic value; reduce the amount allocated for travel and events and combine into a single budget line for travel where possible.

**Y6 Budget** – should include placeholder amounts for transition work, further details of which should be available in time for the June MA. The Secretariat is working on calculations of a Y6 budget that that would include a 15% contingency and would result in a reduction in membership fee across the board based on increased number of new members. Contingency is for technical emergency and any remainder of that can roll over into future years. Secretariat is asked to prepare a Y6 and Y7 budget of which only one year would be approved in June – and would be subject to review by the new Board. Institutional arrangements should be looking at a zero sum change in the budget for Y6 so that it doesn't escalate issues on the financial side and make it easier to negotiate with MDBs based on a reduction in contribution.

UNOPS confirmed that the Y5 budget was fully funded. Funds have been carried over from Y4 budget for consultancy to support the WG on institutional arrangements. Board can be proud of putting IATI on a stable footing financially, since previous years have been difficult and have resulted in delays to key maintenance and upgrade work.

Data Use Fund does not need to be spent in Y5 and can be stretched over Y6 as well. It should nonetheless be included in the budget as an estimate. By the time of the MA one or two grants should already have been made.

**Actions (Y5 budget):**

- *Secretariat to carefully review the Y5 budget which was developed some years ago, and prepare a revision based on actual expenditure from Y4.*
- *Put strategic elements delivered outside of the Secretariat (on data use) into a separate column in the same document;*
- *Add the language of the five objectives from the Data Use Strategy to the work plan and budget documents;*
- *Have a single budget line for events generally, and similarly for travel;*
- *Spend less on a slimmed down annual report which should be for compliance not communication. Cost out producing a Spanish translation also.*
- *The Secretariat is asked to revisit areas of the Y5 work plan and reduce the budget for events, travel and the annual report to the bare minimum necessary.*
- *The Board requested an update on Y4 actual spending against budget, and for the budget to be made available in French, too.*

**Actions (Y6 budget)**

- *Secretariat will continue to crunch numbers for Y6 in regard to membership contributions.*
- *Add FTE costs into the budget. Easier for the Board to understand costs for particular areas of activity. The Board is especially interested to review staff costs of each different entity ensuring they represent good value for the initiative.*

## 5. MDB contributions

The Board agreed to respond to the most recent message from WB on behalf of the MDBs offering to meet in a workshop style half day meeting in Washington DC in March to review challenges and opportunities. The meeting should address their stated concerns but emphasize the nature of IATI as a public good rather than focus on IATI as a service, and to this end it would be important to include a partner country representative in that meeting. Ahead of this meeting the Secretariat should prepare materials outlining the different actions IATI has taken to address concerns (these materials could also be used for a fresh round of outreach with potential new members).

### Actions:

- *Secretariat to seek a meeting with WB and others, to include small delegation of Sec, Board and PC; involve USAID and potentially Honduran representative in DC (formerly IATI rep). Possibly March/early April? Set clear objectives for that meeting and make it clear IATI will seek to address all concerns at once in order to come up with a solution that is acceptable for all sides. The discussion should include future governance arrangements – whether MDBs should have a permanent seat on the Board as part of future adjustments. It was highlighted that it would be important (ahead of this meeting) to have a rough idea of potential new member's contribution rates).*

## MDB election eligibility

If paying only 50%, MDB members are not strictly in good standing and could not therefore nominate a candidate or vote. It would nonetheless be important to invite them to attend the MA.

## 6. Governance

In the message launching the election, it will be important to announce that the new Board is likely to be overseeing an institutional transition during its tenure. The Board agreed to ensure a smooth transfer through a process of mentoring/support by former Board members between the date of official handover April 2<sup>nd</sup> up to the MA, with joint board meetings between election and MA. Board leads have responsibility to introduce new members within their constituencies.

Board reviewed proposed changes to the SOP and recommended minor changes. Reference to diversity in the Board should be more explicit. Text around removal of non-performing Board members was not adjusted but should be taken up at a future MA, looking first at best practice for voluntary boards. Board discussed importance of translating election documents in French and Spanish, but with Board business conducted in English.

### Actions:

- *Secretariat to update SOP where indicated and publish for members acceptance on a no-objections basis.*
- *Secretariat to send letters where requested by current board members to their respective managements supporting nomination for a second term for reasons of continuity.*

## 7. Secretariat extension process

For administrative purposes the Secretariat member organizations require paperwork to formalize the request for continuation of the project up to August 31<sup>st</sup> 2019. The Secretariat will initiate a draft for the Board's consideration.

**Action:**

- Secretariat to draft extension papers for Board review.

## Day 2

### 8. Technical Session I

**Presentation:** [https://drive.google.com/open?id=1KQpwkFvJVFdzSxLjSFK8\\_UAtkeovvLyP](https://drive.google.com/open?id=1KQpwkFvJVFdzSxLjSFK8_UAtkeovvLyP)

Bill shared a timeline for addressing the service issues experienced with the current CKAN provider Viderum and outlined the process for moving to a new provider, Derilinx.

The Board asked for future contracts to be shared for comment on an advisory basis before they are finalized. Going forwards, the expertise of individual Board members should be considered, and more use should be made of UN experience of procurement. The Chair also asked the Secretariat to update risk register, which should be available for Board scrutiny.

**Actions:**

- *Circulate new contracts for comment.*
- *Update and share risk register for discussion with the Board regularly.*

Discussion moved to core products of IATI; Information products are not core; they are distinct from data products and should be arm's length. The split between the two was to be discussed in greater detail at an IATI developers' meeting in Manchester the following week.

Website: The website is key for outreach purposes and should be available in French and Spanish (latter to be costed, but not as priority for June). It should provide generic guidance.

D-portal: This should remain an IATI-supported product, but this does not mean it should remain the responsibility of the Technical Team - it could be contracted out via UNOPS.

Datastore: Pros and cons of outsourcing this or developing it in-house were considered and discussions will be taken forward at the developer workshop in Manchester and will be reported back to the Board. Either in-house and external would be acceptable but a 50:50 arrangement would be difficult to manage. With regard to the timeline, while some Board members were keen for this to be delivered as soon as possible, others were more concerned to ensure a robust, sustainable product, accepting that this would take longer to develop. The TAG Chair agreed to come back to the Board with a business case that sets out costs and benefits of the different options within three weeks.

Publisher support: There was agreement on the need to move towards the automation of central support, with personalized support in future being provided by the market. Bond would be willing to

produce a note on this - the tech team business analysts should also contribute their thinking to this report.

**Actions:**

- *Cost translation of the website into Spanish as well as French (not priority for June release)*
- *TAG Chair to revert after Manchester Developers meeting on options and costs for developing the data store.*
- *Bond to produce a note on automation of central support and include input from tech team business analysts.*

**9. Outreach**

Board received an update on the process of rolling out the new logo and preparing the new website as planned between March and May (Annex II – Outreach and Engagement); the Secretariat is currently preparing content and is hiring a technical writer to assist with this. The contract with Snook was foreshortened, and a new contract will be in place this week with another agency to carry the work forward.

The outreach and Engagement previously focused on getting new members. Recommendations around objectives for updating the outreach strategy are to focus on 1. promoting/increasing use, 2. maintaining political momentum through engagement with key non-publishers, and 3. increasing/improving the quality of published data.

**Target audiences for outreach activities:**

In updating the outreach strategy the Secretariat has considered which partner countries we had propose to work with on workshops for data use strategy, looking at level of engagement, region, language, extent of use at the moment.

The Board made the following comments on the draft outreach strategy.

- We should focus on identifying opportunities to speak about IATI in ways that address challenges faced by others (Climate finance, Open Ag etc.), and update engagement materials to look more at IATI as a solution to address different concerns, rather than as a means of its own. More targeted messaging should be used, tailoring IATI message to different events. IATI is currently quite invisible and we do need to raise awareness.
- Social media is currently not mentioned. Think of more targeted audiences so messages are picked up by towards development practitioners, not just data geeks. Anecdotal evidence is that the country profiles have been good for this awareness-raising.
- Adjust tactics to focus more on data users and use cases than political targets. Highlights Carillion news story, #shedecides, and US withdrawal of funding as use cases in which instant access to specific data has been time-critical, and IATI must be ready to have this kind of data easily found.

The Board felt that it would be difficult to hold events promoting the use of IATI until we have a good functional datastore or better d-portal or website. The work on the website update should address perceived issues with the usefulness/ relevance of IATI data through continued work on user stories.

### **New members/publishers**

Where gaps remain in terms of publishers, we should make renewed efforts to include them in IATI (Japan, Asian Development Bank, Norway as examples, as well as the remaining humanitarian publishers). By pursuing strategically new partner country members such as Afghanistan this will encourage publishers to publish more and better. The Secretariat has a useful role to play here, especially UNDP as it has the best networks in the target countries.

Where partner countries have become less engaged over time, attendance at events present opportunities to meeting with representatives from those countries and re-engage. It will be appropriate to do another round of outreach with partner countries once the website and datastore are in a good state for promotion.

### **10. Communications**

The Speakers Kit will be updated as part of the website. John references GODAN Champion announcement as an innovative way to recognize IATI Champions. <http://www.godan.info/apply-become-godan-champion-2018> Are there people in the partner countries who would be interested in this? No financial reward, but recognition. A Powered by IATI badge could be used by members in their websites. The Secretariat is asked to take this forward. The Board gives a clear steer to slim down the Annual Report, not looking at it as a promotional flagship report but rather a compliance exercise. Rolf's 'Cooking with IATI' should be added to the communication materials. Find different ways to have the data used, packaged differently, while the technical work continues. The user stories are being developed and are ready by the time the datastore is ready.

### **Events**

The general steer from the Board in terms of major events was to do enough to remain visible and relevant but not look at hosting large events of our own before the website and datastore were in good working order. However, even while systems are in the process of being updated along the lines agreed at this Board meeting, we can work on updating our narrative and materials to make it clear what kinds of solutions IATI can already offer. In terms of communications, we should communicate more clearly about the use of IATI data and its potential – sharing a new narrative in future global meetings.

**Grand Bargain Update:** Sherpas will come together in margins in ECOSOC Humanitarian Segment (3<sup>rd</sup> week June) to report back from conveners of the transparency stream US, NL.

The **GPSDD event** (People, Prosperity, Planet, Process tracks) will likely have opportunities for IATI speakers and no separate event is necessary. *The event currently does not have strong partner country government representation and is not very international.*<sup>1</sup> Board steer is that IATI should maintain a low-key presence there through existing members and Secretariat attendees.

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<sup>1</sup> Over the course of time, this has changed, yet the invitees are predominantly from national statistics offices rather than IATI targets like finance or budget ministries.

**UNGA** – Consider marking the 10<sup>th</sup> anniversary of IATI around UNGA but avoid making this a "celebration" type of event and focus instead on lessons learned and practical application of IATI data presented by members and particularly partner country data users to demonstrate how IATI has come to a point at which it offers real solutions to a range of different challenges.

A [calendar of events](#) was shared with the Board to identify gaps and priorities. Many are events that IATI members are already attending. The Board added the following to be aware of:

- 17-19 July Open Government Partnership summit Georgia.
- Open Data Conference Argentina IODC (advised too high level to be of any use, all policy)
- UNDP data use workshops. Suggestion to connect with these to where there are regional events already taking place.
- If possible link also to PFM workshops – WB, DFID and other, perhaps AfDB.
- NEPAD and AU
- CABRI – natural ally for joining up aid and budget data in sub-Saharan Africa
- Publish What You Fund plans to launch the Aid Transparency Index in June but until there is a more reliable way to access the data it will be difficult to link to any kind of IATI event.

#### **Actions:**

Way forward – Secretariat will update the outreach strategy in time for the next Board meeting. Steer is to be low key for the next six months in terms of events and spend this time focusing on the website and preparing user stories, social media campaign, readiness of datastore, logo, ambassador programme. This all goes ahead in parallel with DU Strategy implementation. Specific actions are as follows:

- *Secretariat will reconfigure objectives and targets for outreach and add social media in to next draft of the strategy and present back to the Board;*
- *Secretariat will work with partner country Board leads in preparing workshops for Data Use Strategy;*
- *Begin to develop a new narrative presenting IATI as a solution to different user problems;*
- *Broaden outreach strategy definition of interested users to include civil society at country level;*
- *Monitor usefulness of events attended or hosted particularly if there has been significant investment.*

#### **11. Relationship with OECD; TOSSD**

Board supports continuing to promote the relationship with OECD and find potential for collaboration including regular attendance at WP-Stat and briefing our active members who are attending, when relevant. Bill will be attending WP-Stat and will meet with OECD in the margins. IATI members are generally supportive of using IATI for TOSSD and the Board suggests working through members who are already involved in the Task Force to feed in to discussions and help to coordinate interventions on the technical side. John agrees to follow up with OJ to facilitate this discussion. Joint blog with OECD should remain on hold until there is substantive progress to report.

**Next TAG** – likely South Asia, likely October.

**Next MA** – 2 days, end of June (27-28 June TBC), likely Copenhagen.

**Next face to face (partial) Board meeting** April in Washington along with MDBs.

**Next face to face full Board meeting** potentially in the margins of FFD 23-26 April New York (TBD taking into account new Board and transition)

**Agenda for next Board call:** Include an update from the next DUTF call, outcome of Manchester Developer meeting and options around the datastore (Include Bill) as well as an update on Institutional Review WG (standing item on all future Board meetings).

Meeting adjourns.

**Annexes:**

Annex I – Update Data Use Task Force (John Adams)

[https://drive.google.com/open?id=1KQpwkFvJVFdzSxLjSFK8\\_UAtkeovvLyP](https://drive.google.com/open?id=1KQpwkFvJVFdzSxLjSFK8_UAtkeovvLyP)

Annex II – Outreach and Engagement Calendar of events

[https://docs.google.com/document/d/1sB5yl6Ri3dwPxx1G1huy\\_eeCXUDtKn4sEGHB6FQWDYM/edit?usp=sharing](https://docs.google.com/document/d/1sB5yl6Ri3dwPxx1G1huy_eeCXUDtKn4sEGHB6FQWDYM/edit?usp=sharing)